

HEAD OF CIRCULATION SERVICES

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August 2001, August 2000, May 1998, May 1996, June 1994

Department: Library

Section: Circulation Services

Reports to: Assistant Library Director

Approved by:

(1) EMPLOYEE'S SIGNATURE _____

(2) DEPT. HEAD'S SIGNATURE _____

DESCRIPTION OF WORK

General Statement of Duties: Responsible for overall supervision and training of Circulation Staff and for advanced level reference work at the public Reference Desk and advising on adult nonfiction collection development.

Supervision Received: Works under general supervision of Assistant Director.

Supervision Exercised: Direct supervision of all circulation staff and general building supervisory control when functioning as duty reference librarian.

EXAMPLES OF WORK: An asterisk (*) denotes those functions important and essential in accomplishing the purpose of this job. Some of the reasons why a function could be considered essential are: 1. The position exists to perform the function. 2. There are a limited number of other employees available to perform the function, or among whom the function can be distributed. 3. A function is highly specialized and the person in the position is hired for special expertise or ability to perform it.

*Oversight responsibility for all circulation-related functions.

*Communicates frequently with administration and other library department heads to ensure smooth overall library operation, including the development of policies and regulations which affect areas of responsibility.

*Creates and maintains circulation reports and statistics.

*Responsible for interviewing, hiring and training of circulation staff.

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- *Communicates library policies and procedures to the public.
- *Plans, implements and oversees adult programming as time allows with other duties.
- *Responsible for the deaccession and collection development of a portion of the library collection.
- *Serves as duty librarian at the Reference Desk as scheduled.
- *Relates to other agencies as beneficial for library services.

Performs other duties of a comparable level/type as required.

MINIMUM QUALIFICATIONS

Education and Experience: Graduate masters degree in Library Science from an ALA accredited school or within 6 months of graduation from start date. Related previous circulation and reference experience in a public or academic library required. Previous supervisory experience is required.

Required Knowledge, Skills and Abilities:

Must be able to assist patrons in a friendly, confident and self-assured manner.

Must have hands on knowledge of circulation functions.

Must be able to resolve complaints through careful negotiation and flexibility to fulfill the spirit of library policies without causing unwarranted client/user dissatisfaction.

Must be able to work with the public and other members of the staff on a one-to-one basis, and have proven "people skills."

Must have demonstrated a mastery of general library skills.

Must have demonstrated a mastery of online database searching, including OCLC and INTERNET use.

Must be able to adapt to flexible scheduling.

Must be able to work under busy conditions which may cause stress.

Must be willing and able to develop self-potential in the area of professional specialty.

Must be willing to participate in and show leadership in professional activities and organizations.

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Must have the ability to train other members of the staff in technologies related to information systems.

Must maintain dress and personal hygiene appropriate for meeting the public and to inspire confidence in patrons.

The physical activities of this position are:

Stooping: Bending body downward and forward by bending spine at the waist. This factor is important if it occurs to a considerable degree and requires full use of the lower extremities and back muscles.

Kneeling: Bending legs at knee to come to a rest on knee or knees.

Crouching: Bending the body downward and forward by bending leg and spine.

Crawling: Moving about on hands and knees or hands and feet.

Reaching: Extending hand(s) and arm(s) in any direction.

Standing: Particularly for sustained periods of time.

Walking: Moving about on foot to accomplish tasks, particularly for long distances.

Pushing: Using upper extremities to press against something with steady force in order to thrust forward, downward or outward.

Pulling: Using upper extremities to exert force in order to draw, drag, haul or tug objects in a sustained motion.

Lifting: Raising objects from a lower to a higher position or moving objects horizontally from position-to-position. This factor is important if it occurs to a considerable degree and requires the substantial use of the upper extremities and back muscles.

Fingering: Picking, pinching, typing or otherwise working primarily with fingers rather than with the whole hand or arm as in handling.

Grasping: Applying pressure to an object with the fingers and palm.

Talking: Expressing or exchanging ideas by means of the spoken word. Those activities in which they must convey detailed or important spoken instructions to other workers accurately, loudly, or quickly.

Hearing: Perceiving the nature of sound with no more than a 40 db loss @ 500 Hz, 1,000 Hz and 2,000 Hz with or without correction. Ability to receive detailed information

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through oral communication, and to make fine discriminations in sound, such as when making the fine adjustments on machined parts.

The physical requirements of this position are:

Light Work: Exerting up to 20 pounds of force occasionally, and/or up to 10 pounds frequently, and/or a negligible amount of force constantly to move objects. If the use of arm and/or leg controls requires exertion of forces greater than that for Sedentary Work and the worker sits most of the time, the job is rated for Light Work.

The visual acuity requirements including color, depth perception and field of vision for this position are:

MACHINE OPERATORS (including inspection), INSPECTION, CLOSE ASSEMBLY, CLERICAL, ADMINISTRATIVE: This is a minimum standard for use with those whose work deals largely with preparing and analyzing data and figures, accounting, transcription, computer terminal, extensive reading, visual inspection involving small parts, operation of machines (including inspection), using measurement devices, assembly or fabrication of parts at distances close to the eyes.

The conditions the worker will be subject to in this position are:

None: The worker is not substantially exposed to adverse environmental conditions (such as in typical office or administrative work).